DOCUMENT RESUME

ED 382 211 IR 055 492

TITLE	School Library Media Center Disaster Response Plan Handbook.
INSTITUTION	Illinois School Library Media Association, Fairfield.
PUB DATE	94
NOTE	64p.
AVAILABLE FROM	Illinois School Library Media Association, P.O. Box 598, Canton, IL 61520.
PUB TYPE	Guides - Non-Classroom Use (055)
EDRS PRICE	Document Not Available from EDRS.
DESCRIPTORS	Elementary Secondary Education; *Emergency Programs; Learning Resources Centers; Media Specialists; Natural Disasters; *Preservation; *School Libraries; *School Safety
IDENTIFIERS	*Disaster Planning; *Hazards; Illinois; Salvage (Fire Science)

ABSTRACT

The best way to deal with a disaster or an emergency is to be prepared. Librarians must be aware of the emergencies which could arise, be ready to respond to them when they occur, and recover from them afterwards. Guidelines are offered by the Illinois School Library Media Association (ISLMA) to assist in the preparation of a disaster plan and the organization of salvage procedures in a school library media center. The "Before a Disaster" section addresses the following: planning; insurance; collection priority guide; disaster recovery team; emergency telephone numbers; floor plan; suggested supplies; locations of in-house emergency supplies and equipment; and off-site sources of equipment and supplies. "Potential Hazards" discussed include: fire; water; earthquake; tornado; mold; bomb threat; and first aid. "After a Disaster" advice outlines: steps taken after a disaster; precautions; preparing materials for salvage; salvage processes for water-damaged materials; procedures to air-dry books; salvage procedures of nonbook materials; response/recovery timetable; preservation and conservation information suppliers; and ISLMA disaster relief fund guidelines and application. Copies of various disaster team forms in use by ISLMA are provided. Seventeen additional resources are recommended for additional reading. (MAS)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****